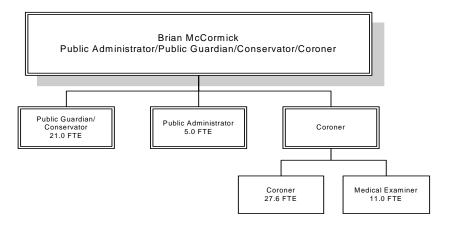
PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/CONSERVATOR/CORONER Brian McCormick

MISSION STATEMENT

- 1. To treat all persons with dignity and respect
- 2. To set up systems in order to monitor costs of services rendered and quality control analysis.
- 3. To provide quality and cost effective services to the people of San Bernardino County associated with the Administration, Operations/Investigations, Guardianship/Conservatorship, and Pathology Services rendered to those in need of services.
- 4. To interface with groups from time-to-time such as the San Bernardino Medical Society, the San Bernardino County Bar Association, Chambers of Commerce, civic clubs and other community based organizations.
- 5. To nurture and develop an occupational environment which will encourage staff to reach their fullest potential.
- 6. To provide facilities which are safe, clean, and efficient and that reflect compassion to those served by this office.
- 7. Develop and implement information systems services and related technologies in order to more efficiently service the public.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

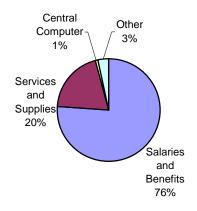
The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death.

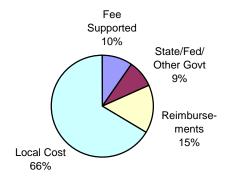
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,885,178	5,468,851	5,315,496	5,159,469
Departmental Revenue	916,450	1,259,556	1,132,850	1,131,921
Local Cost	3,968,728	4,209,295	4,182,646	4,027,548
Budgeted Staffing		76.1		65.6
Workload Indicators				
Public Administrator cases	387	480	396	410
Public Guardian Probate cases	196	240	211	218
Public Guardian Conservator cases	628	625	527	545
Coroner cases	9,038	9,400	9,644	9,982
Autopsies	608	740	660	683
Information and Assistance Contacts	27,334	-	25,191	26,073



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE





GROUP: Law & Justice

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General

BUDGET UNIT: AAA PAC FUNCTION: Public Protection **ACTIVITY: Other Protection**

ANALYSIS OF 2004-05 BUDGET

	Α	В	С	D	E	B+C+D+E F	G Department	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation			,	,	,		,	
Salaries and Benefits	4,912,252	5,071,001	288,831	-	(410,392)	4,949,440	(324,838)	4,624,602
Services and Supplies	1,065,939	1,060,742	23,161	-	(3,874)	1,080,029	121,821	1,201,850
Central Computer	38,593	38,593	13,551	-	-	52,144	-	52,144
Other Charges	188,103	190,000	-	-	-	190,000	-	190,000
Transfers	48,121	46,099			(33,024)	13,075	3,314	16,389
Total Exp Authority	6,253,008	6,406,435	325,543	-	(447,290)	6,284,688	(199,703)	6,084,985
Reimbursements	(937,512)	(937,584)				(937,584)	12,068	(925,516)
Total Appropriation	5,315,496	5,468,851	325,543	-	(447,290)	5,347,104	(187,635)	5,159,469
Departmental Revenue								
State, Fed or Gov't Aid	603,047	712,936	-	(21,000)	-	691,936	(166,936)	525,000
Current Services	529,803	546,620	-	81,000	-	627,620	(45,213)	582,407
Other Revenue							24,514	24,514
Total Revenue	1,132,850	1,259,556	-	60,000	-	1,319,556	(187,635)	1,131,921
Local Cost	4,182,646	4,209,295	325,543	(60,000)	(447,290)	4,027,548	-	4,027,548
Budgeted Staffing		76.1	-	-	(5.5)	70.6	(5.0)	65.6



DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General BUDGET UNIT: AAA PAC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	_	Budgeted		Departmental	
		Staffing	Appropriation	Revenue	Local Cost
2003-04 FINAL BUDGET		76.1	5,468,851	1,259,556	4,209,295
Cost to Maintain Current Program Services					
Salaries and Benefits Adjustments		-	288,831	-	288,831
Internal Service Fund Adjustments		-	36,712		36,712
Prop 172		-	-	-	-
Other Required Adjustments		-	-	-	-
	Subtotal	-	325,543	-	325,543
Board Approved Adjustments During 2003-04					
30% Spend Down Plan		-	-	60,000	(60,000
Mid-Year Board Items		-	-	-	-
	Subtotal	-		60,000	(60,000
Impacts Due to State Budget Cuts		(5.5)	(447,290)	<u>-</u>	(447,290
TOTAL BASE BUDGET		70.6	5,347,104	1,319,556	4,027,548
Department Recommended Funded Adjustments		(5.0)	(187,635)	(187,635)	-
TOTAL 2004-05 PROPOSED BUDGET		65.6	5,159,469	1,131,921	4,027,548

SCHEDULE B

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General BUDGET UNIT: AAA PAC

IMPACTS DUE TO STATE BUDGET CUTS

	Budgeted		Departmental	
Brief Description of State Budget Cuts	Staffing	Appropriation	Revenue	Local Cost
Eliminate the Needles and Morongo rent expenses and direct costs	-	(33,024)	-	(33,024
The department is in the process of contracting with Sheriff's Dep	partment to provide	coverage for the East	Desert area. The	estimated cost for
this is \$108,000 as a one time cost and \$30,000 for on-going ann	nual costs. The offi	ice in Morongo is not s	staffed at this time	and investigation
are done by the deputies from San Bernardino. See also #2 below	and policy item red	quest #1 for proposed :	solution.	
Eliminate 1 Deputy Coroner Investigator Position in the Needles Office	(1.0)	(79,161)	-	(79,161
Due to the recent retirement of the Deputy Coroner Investigator liv	ving in the Needles	area, elimination of this	s position leaves th	ne East Desert wit
no reasonable coroner service coverage. At this time, the departr	ment is in negotiation	ons with the Sheriff's D	epartment to prov	ide coroner servic
in that area. See also #1 above and policy item request #1 for pro	posed solution.			
Eliminate 3.5 Deputy Coroner Investigator psns in the San Bernardino Office	(3.5)	(267,227)	-	(267,227
If these filled positions are eliminated, there will be substantial dela	ays in death investi	gations and would cos	t the department s	
call-back and stand-by pay. At current staffing levels, 2003-04 over	ertime is 5,548 hour	s year-to-date, with a p	projection of 7,000	hours for the entir
year. Further reduction of investigators would generate more ov	vertime and burn-or	ut. Additionally, the st	ate is proposing t	to repeal the SB9
mandate requiring additional autopsy protocols for SIDS deaths.				
reduction. See policy item request #2 for restoration. This redu	uction includes \$26	3,353 in salaries and	benefits and \$3,8	74 in services an
supplies. Eliminate 1 Staff Analyst I position	(1.0)	(67,878)	_	(67,878
If this position is eliminated, the contracting and monitoring of the	` ,	. , ,	he handled by the	. ,
and/or Administration staff that are already trying to absorb the wo	· ·		•	•
		, corpone,	,	
Tota	al (5.5)	(447,290)		(447.290



SCHEDULE C

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General BUDGET UNIT: AAA PAC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
_	Brief Description of Program Adjustment	Stanning	Арргорпаціон	Revenue	Local Cost
1.	Increased EHAP charges	-	-	-	-
	Move appropriations from services and supplies to transfers out for \$89	77 increase in EHAP	charges.		
2.	Eliminate reimbursement from special revenue fund		-	-	-
	Reduce \$12,068 reimbursement for one-time funding in 2003-04 that w	as used for refurbishi	ng morgue tables.		
3.	MAA revenue reduction	-	-	(166,936)	166,936
	Due to delay in reimbursements from the MediCal Administrative Activity until some undetermined future date.	ities (MAA) program,	additional MAA revenu	ues are not expected	I to be realized
4.	Adjustments to various items		141,458	(20,699)	162,157
	Several appropriations and revenues are being adjusted to reflect curre costs, reduced medical examiner costs, and reduced estate fee revenu \$188,923 in services and supplies, increase \$2,417 in transfers, reduce	es. These adjustmer	nts reduce \$49,882 in s	salaries and benefits	s, increase
5.	Eliminate Clerk III position	(1.0)		-	(39,352)
	Eliminate vacant position to help offset the MAA revenue reduction and vacant for some time and the workload has been redistributed to the exitem request #9 for restoration.				
6.	Eliminate 7 vehicles	-	(67,137)	-	(67,137)
	Eliminate vehicles for 6 Supervising Deputy Coroners and 1 Chief Depu adjustments (items #3 and #4 above). This MAY cause delays in the ir using their own vehicles. See policy item request #5 for restoration.				
7.	Eliminate 2 Deputy Coroner Investigator positions in San Bernardino Of	ffice (2.0)	(160,575)	-	(160,575)
	Eliminate 2 filled positions to help offset MAA revenue reduction and otl eliminated, the Coroner Department will have to reduce or discontinue sinvestigations, or reduce the workload or pay more overtime. See polici	some of the non-man	dated activities such a		
8.	Eliminate 2 Medical Transcriber/Typist positions from Coroner Departm Eliminate 2 filled positions to help offset MAA revenue reduction and ott these positions, investigator staff would be expected to format and final reduced by \$75,029, but an agreement with an outside vendor would be personnel, at an annual cost of \$13,000. The medical examiner/autops successful transition to a contract for these transcriptions, one position item request #6 for restoration of these positions.	her necessary adjustrize all of their own repended necessary to provide transcriptions are fi	ments (items #3 and # ports and corresponde e transcription service requently subpoenaed	nce. Salaries and b for the medical exar for court trials. In or	enefits would be miner/autopsy rder to allow for a
	т	otal (5.0)	(187,635)	(187,635)	-

SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General BUDGET UNIT: AAA PAC

POLICY ITEM REQUESTS

		Budgeted		Departmental	
Ranking	Brief Description of Policy Item	Staffing	Appropriation	Revenue	Local Cost
1	MOU with Sheriff's Department for East Desert Coverage		138,000	-	138,000
	The recent retirement of an employee living in the Needles area h coverage. An MOU has been discussed with the Sheriff's Departr River at a lower overall cost and provide more efficient and timely investigation/morgue training for 4 Sheriff's deputies and their bac \$30,000 for payroll, including a proposed differential that would be Including the reduction of the office rent costs and the elimination and #2, the on-going annual savings realized after the initial cost of	ment to provide of investigations. The k-fill during the to paid to the depute of the vacant investigation	coroner service for the a There would be a \$108, raining. There would b uties for those hours act restigator position includ	rea from Baker to 000 one-time cost e on-going annual ually engaged in c	the Colorado for coroner cost of only coroner activities.



SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General BUDGET UNIT: AAA PAC

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2	Restore 3.5 Dep Coroner Investigator psns in San Bernardino Office If these positions are eliminated, there will be substantial delays in call-back, and standby pay. Projections of 2003-04 overtime hours would generate more overtime and burn-out on the remaining staff.	at current staffin	ng levels is 7,000 hou	irs. Further reduction	on of investigators
3	Restore 1 Staff Analyst I position If this position is eliminated, the contracting and monitoring functi Coroner and Administration staff that are already absorbing worklo state budget cut item #4.		•		,
4	Restore 2 Dep Coroner Investigators in San Bernardino Office If these positions are eliminated, the Coroner Department will have such as hospice and emergency room investigations to reduce the position is vacant due to difficulty in recruiting a candidate to pass medical leave. See also department recommended adjustment is budget and other needed adjustments.	workload and a background. The	void additional overtir ne other position is cu	ne, callback, and staurrently filled with an	andby costs. One nemployee out on
5	Restore 7 vehicles for Supv Deputy Coroners and Chief Deputy Elimination of these vehicles will cause delays in the investigations recommended adjustment item #6. These vehicles were eliminated		•		•
6	Restore 2 Medical Transcriber/Typist psns in the Coroner Dept If these positions are eliminated, an agreement with an outside \$13,000 annually. This may cause some errors, and delays recommended adjustment item #8. These positions were eliminated.	in service. The	ese positions are cu	urrently filled. See	also department
7	In-House Body Removal Services As part of law enforcement, we recognize the importance of chain of recognize the sanctity of the decedents themselves. In 2002 a horr maliciously sexually assaulted the body of a young female deceden compliance through our prior contract body removal service. We fean "in-house" basis. All details of this study are on file in our office, equipment, we could assure ultimately that all above mentioned is an "in-house" basis would offer the county the least risk and liability	ific crime occurr t. This was desp eel it would be in The March 200 being carefully m	ed when a contract be pite having policies are the best interest of the 0 study indicated that conitored. It is our opi	ody transport emplo nd procedures in pla ne County to provide t by having control o inion that performing	yee violently and uce to ensure this service on over staff and
8	Computerized Inventory System for Decedent and Estate Assets The Coroner, Public Administrator and Public Guardian take posses these three departments. A computerized inventory system is requ their individual and unique identity. A central database will be used report is available upon request. Recent Grand Jury findings have tracking system, and we certainly support their findings. Approval of accountability, and minimize risk/liability to the county.	ested to track al to store data ob consistently rec	I personal property as tained in six (6) differ ommended the acqui	ssets, and bar coding ent physical location sition of this comput	g will be used for ns. A detailed rerized inventory
9	Restore 1 Clerk III position from the Coroner's department This position has been vacant for some time and the workload ha service delays as a result of this. Restoration of this position is no San Bernardino 2 days a week. See also department recommend revenue budget and other needed adjustments.	eded to elimina	te the travel of one o	f the other Clerk III	from Victorville to
10	Request for Automated Systems Analyst Position This department has a fully developed local area network (LAN) syswide area network (WAN) and the Internet. Currently, the department employee as an Interim Automated Systems Analyst for the past 7 position. Without the guidance and expertise of a full-time Systems this need remains unmet.	ent is contracting years and the ne	g for technical supported is to have a perma	t and has utilized an anent "in-house" Sy	existing stems Analyst
11	Restoration of Funding for Deputy Coroner Positions One authorized Deputy Coroner position was not funded due to target in 2001-02 were also made due to funding limitations. Given the get growth in the desert regions, we have encounter increases in report Coroner Investigators cannot adequately cover our 24-hour/seven concrease in order to cover sick, holiday and vacation time, as well at addition of one deputy and funding for .5 FTE deputies would allow the county.	eography of the (ted deaths at the days a week ope s occupational ir	County of San Bernar e rate of 3.5% annuall ration. Overtime, sta njuries, court testimon	dino and the extens y. The current numindby and callback c ly, and continuing ed	ive populations ber of Deputy ontinue to ducation. The



SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner

FUND: General **BUDGET UNIT: AAA PAC**

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
	•		'''		
12	Request for Deputy Public Guardian Position	1.0	62,212	31,106	31,106
	The Public Guardian Department places approximately 500 active care facilities. The Deputy Public Guardians handle difficult placer a need for a centralized point of contact between the Public Guard limited to: interface with the Department of Health Services and refacilities, maintenance of facility information database and new faccase management workload.	ment issues, and lian and these fac sidential care lice	l engage in considerable cilities. Some of the releasing regarding facility	e dialog with the fa sponsibilities may i licensing issues, l	cilities. There is nclude, but not be iaison to the care
13	Request for Additional Supervising Dep Public Guardian Position	1.0	68,532	34,266	34,266
	The California Probate Code charges the Public Guardian's with re the court. The Deputy Public Guardian acts as case managers wh manage all aspects of conservatee estates. A new Supervising Do court, at a variety of agency meetings, and to reduce supervisory s	no place conserva eputy Public Gua	atees in care facilities, ordian is requested to in	and perform in-per	son visits, and
14	Request for Additional Deputy Coroner Positions	5.0	387,835	-	387,835
	With the addition of five (5) Deputy Coroner / Investigator positions supervision and personnel issues, providing extensive vacation/sic deputies, overtime compensation will decrease. The five (5) depu supervisory as well as other employees, in light of increasing case	ck leave relief and ty positions will p	d performing investigat	ions. With the add	ition of these
	Total	30.0	2,290,988	245,372	2,045,616

SCHEDULE E

DEPARTMENT: PA/PG/Conservator/Coroner FUND: General

BUDGET UNIT: AAA PAC

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase Private Autopsy Fee from \$2,000 to \$3,000		12,000	12,000	-
To recover the increasing costs related to the performance of private a	autopsies and re	educe the units from 24	to 20.	
Add Protective Wear Fee of \$6.00		-	3,600	(3,600)
To recover the cost of protective wear issued to non-departmental ind the morgue. Because the provision of these services is already include		0	0	•
Total 1	-	12,000	15,600	(3,600)

